



Application for Release Letter International Students

This form only applies to students on a student visa who have applied to study at another RTO within the first 6 months of their principal course at Swann College and require a Release Letter

Personal Details

Student Name:

Class:

Student ID:

Date of Birth:

Email:

Phone:

Date:

Course Code:

Please provide details of the course and RTO at which you have been offered a place.

Course:

RTO:

Location:

Expected commencement:

Please select a reason for applying for a release from Swann College *(Please provide details)*

- Course Academically Unsuitable
- Compelling and/or Compassionate Grounds

Have you attached? Letter of Offer Yes No
 Supporting Documentation: Yes No
 Letter from Parent or Legal Guardian if under 18: Yes No

Please note that your application will not be assessed until documentation is provided

Student Sign:

Date:

Office use only

- Application sent to General Manager
- Approved Not Approved

Sign

Date

- PRISMS updated
- WiseNet updated-file note, adjust course enrolment
- Email student outcome – cc Trainer
- Xero updated
- Approval/refusal letter generated, signed, supplied to student
- Scan & file

Sign

Date